

Pre-Application Meeting Submittal Requirements

Purpose

The purpose of the pre-application meeting is to continue the partnership between the applicant and city staff begun in earlier feasibility collaboration meetings to create a development that is consistent with city plans, goals, policies, and regulations.

More specifically the purpose is for:

- The applicant to become familiar with the policies, plans and development requirements of the City;
- for staff and the applicant to review the general characteristics of the site and the concepts for a proposed project; and,
- to discuss the coordination of all necessary permits and procedures.

The meetings should save the applicant time and resources in the preparation and processing of permits.

At the conclusion of the meeting(s), the goal is to provide clear direction on next steps including:

- Specific submittal requirement checklist for the permit submittals;
- Other information necessary for the permit submittals or issues that will need to be addressed.

Process

- 1) Please make an Intake Appointment with a Permit Technician by calling the Permit Center at (425) 837-3100.
- 2) A Pre-Application meeting will be scheduled. Typically, 2 – 4 p.m. on Wednesdays or Thursdays. Contact Christopher Wright, Project Oversight Manager, (425) 837-3093 or chrisw@issaquahwa.gov.

Submittal Requirements *

Complete	Incomplete	N/A	Item
Documents and Fees			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Permit Application
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Copy of Feasibility Meeting Notes (if available)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Application fee

Complete	Incomplete	N/A	Item
Plan Requirements			
			Provide the following information on:
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	11" x 17" (larger sheets may also be provided, if necessary)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Three (3) paper copies
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1 Electronic copy in pdf format
<i>The more information you furnish, the more thorough staff input will be for your project.</i>			
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Written Narrative
			1) Development objectives, proposal, and relationship to existing site and its uses
			2) Design standards or guidelines, briefly discuss those standards or guidelines that the applicant thinks are most pertinent to the site and design of the project, and how the proposal implements and complies with them.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposal Summary (Included in both site analysis and narrative)
			Types of desired uses, approximate number and type of residential units, amount and type of commercial square footage, number of parking stalls.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Existing Site Information and analysis for Project property and surrounding 100 ft unless noted otherwise below.
			1) Uses, structures, paving, vegetation, and circulation including streets, trails, walkways, and their names
			2) Zoning and district (e.g. which Development Agreement or Central Issaquah district in which the project is located), overlay designations
			3) Site Survey including topography (max 5 ft contours), rockeries, retaining walls and such, easements and their purpose, property lines with dimensions for the property under review, property restrictions, walls and fences
			4) Critical areas (wetlands, streams, steep slopes, and their buffers, etc.)
			5) Utilities including type, location, easements, capacity including ditches and culverts, and catch basins and direction of flow if known
			6) Other notable physical features
			7) Analysis of site and surrounding features such as views, natural and manmade features, community landmarks, development patterns, impact on proposal
			8) Site and aerial photos
			9) Map of access opportunities and constraints
			10) <i>Suggested:</i> Axonometric or other three-dimensional drawing, photos or models of the 500' area surrounding the project site. Include call-out notes on drawings and a brief narrative stating what design cues can be gleaned to develop design alternatives
			11) <i>Suggested:</i> Photo montage of the streetscape (both side of the street) identifying the site

Complete	Incomplete	N/A	Item
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Proposed Site and Architectural Concepts. For each concept, if more than one are provided, list pros and cons including a list of how plans do or do not comply with codes. Do not include detailed plans such as plans for floors, landscape, utilities but do show a site plan showing buildings, open space, community space and/or critical areas, parking, circulation, etc... as more specifically described below. <ol style="list-style-type: none"> 1) Building massing 2) Architectural concepts in the form of photos of projects with the desired character including entrances for pedestrians and vehicles 3) Circulation scheme including pedestrian, bicycle, transit, and vehicle access and circulation plan (include circulation facility types) include slope for each in percent grade, width, proposed materials, connection or relationship to existing off-site facilities 4) Tree Preservation concept 5) Landscape concepts such as for streetscapes, parking lots, key screens, community spaces, walls, fences. Use vignette sketches, photos of landscape, walls, fences with similar character, or other tools to convey the concept and character 6) Vehicular Parking including types (surface, on-street, and/or structured), placement of entrances, layout concepts including how required landscape will conceptually be met 7) Bicycle parking locations and methods 8) Conceptual grading & utilities (corridors, location & approximate capacity) 9) Waste facilities – Preliminary size calculations, locations (within $\approx 200'$ of each unit) 10) Grading proposal with 5 ft max grade lines, including walls, rockeries, etc 11) Critical areas indicating the type, class, buffer, setback, etc 12) Ownership and maintenance responsibilities of any proposed improvement 13) Location of vaults, equipment, meters, etc... which are outside of the building as well as screening techniques
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Summary of requested development adjustments. <ol style="list-style-type: none"> 1) Code standards and amounts 2) Proposed adjustment amounts 3) Explain how the proposed design intends to meet or exceed the City's development and/or design standards, and a quantitative comparison to a code-complying scheme 4) A list of questions and/or interpretations for City staff to address

LEGAL DISCLAIMER: This Checklist should not be used as a substitute for codes and regulations. The applicant is responsible for compliance with all code and rule requirements, whether or not described in this Checklist.

*** NOTE: Additional or different information may be requested for the Pre-Application Meeting, based on issues raised in earlier discussions and feasibility collaboration meetings.**